



# Baytown Housing Authority

*"Building Communities One Family At a Time"*

## DIRECT DEPOSIT AUTHORIZATION

Baytown Housing Authority requires all landlords receive their Housing Assistance Payment (HAP) by direct deposit into a checking or savings account of the landlord's choice.

To set up HAP direct deposit, please complete the information requested below and provide an original check or savings deposit slip marked VOID. Deposit slips may be used for a savings account only. The check or deposit slip must include: full name and address of account holder, bank name, bank routing number, account number.

Please sign and date this form below and return it with your voided check or deposit slip to BHA. Be sure to include your email so that we may email your direct deposit statement. Faxed documents are unacceptable.

If there are changes in the address, bank, or account where payments are being deposited, please notify us as soon as possible. If you have questions, please call 281-427-6686 ext. 15.

.....

\_\_\_\_\_  
Name on Check or Savings Account Deposit Slip

\_\_\_\_\_  
Full Name (as it appears on your BHA account-please print)

\_\_\_\_\_  
Social Security or Employer Identification Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home phone number

\_\_\_\_\_  
Work phone number

\_\_\_\_\_  
Cell phone number

My signature verifies the above information is correct and I authorize the HAP directly deposited into my account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date